Facilities Condition Surveys

Guidance Manual

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TABLE OF CONTENTS

FOREWARD *3*

CHAPTER 1 - INTRODUCTION *4*

1-1 BACKGROUND *4*
1-2 PURPOSE *5*
1-3 BENEFITS *5*
1-4 DEFINITIONS *6*
1-5 RELATIONSHIP BETWEEN DEFINITIONS *13*

CHAPTER 2 - FACILITIES CONDITION SURVEYS 14

2-1 TYPE OF INSPECTIONS *14*
2-2 COMPONENTS OF A FACILITY CONDITION SURVEY *14*
2-3 RESPONSIBILITIES *15*

CHAPTER 3 - CONDUCTING THE SURVEY *17*

3-1 OPTIONS *17*
3-2 PLANNING *17*
3-3 ASSEMBLING THE SURVEY TEAM *19*
3-4 INITIAL BRIEFING *19*
3-5 SITE SURVEY *20*
3-6 EXIT BRIEFING *22*

CHAPTER 4 – PREPARING THE REPORT *23*

4-1 SURVEY REPORT *23*
4-2 REPORT FORMAT *23*
4-3 FINALIZING THE REPORT *25*

CHAPTER 5 - OPTIONS

EXHIBIT I - SAMPLE SCHEDULE MEMORANDUM 28

EXHIBIT II - FINDING SHEET (IHS-430) PAGE 1 ..... *32*

EXHIBIT III - FINDING SHEET (IHS-430) PAGE 2 ..... *32*

EXHIBIT IV - STAFFING REQUIREMENTS *34*

EXHIBIT V - TRAVEL ITINERARY *35*

EXHIBIT VI - TEAM MEMBER ASSIGNMENTS *36*

EXHIBIT VII - REPORT COVER SHEET *37*

EXHIBIT VIII - REPORT TABLE OF CONTENTS *38*

FOREWARD

Facilities condition surveys are an important tool to manage an agency's facilities portfolio. This has most recently been reaffirmed in the National Research Council Report *Stewardship of Federal Facilities, A Proactive Strategy for Managing the Nation's Public Assets*, 1998. In addition to those recommendations, all Federal agencies are required by several laws, (the Chief Financial Officers Act and the Federal Financial Management Act), to meet certain accounting standards. The goal of these laws was for Federal agencies to account for funds and assets in a method similar to private industry. These standards include reporting on real property assets and a disclosure regarding facilities conditions. The information gathered in these surveys meets these requirements.

This manual is written for use at Indian Health Service (IHS) facilities. However, it can be used as a guide in performing facilities condition surveys for non-IHS owned facilities. Since much of the terminology is specific to the IHS, other non-IHS users of the manual should review these differences and effectively use this manual by substituting appropriate project planning, costing and data tracking methodologies along with their associated forms.

CHAPTER 1 - INTRODUCTION

1-1 BACKGROUND

A. Facilities engineering is a complex challenge to any facilities manager because it involves managing operation and maintenance, repair, and renovation of all real property. Use of real property and equipment will have an effect on the life span of any structure or building. However, different structures serving similar functions will deteriorate at varying rates. Even identical structures, within the same facility will have varying life spans. There is no single method, or magic formula, to predict the actual economic life of a facility and/or its component parts. However, good scheduled preventive maintenance and scheduled periodic maintenance and repair or replacement of some components of a building and/or building service equipment will extend the economic life of the building. Extending the economic life of the property at the facility is the ultimate goal of each facilities manager. Conducting facilities condition surveys at periodic intervals help to accomplish this goal.

B. A facilities condition survey is a continuing program of comprehensive assessments of facilities. In the Indian Health Service these surveys are also known as Facility Condition Surveys. The surveys require competent personnel examining all buildings, grounds, and building service equipment and evaluating their condition. A report is generated that lists facility deficiencies, including physical condition deficiencies, violation of codes and standards, and needed program space utilization improvements. This information is incorporated into a report that lists each deficiency along with a recommended corrective action and an associated budget cost estimate. The data is entered into the Facilities Engineering Deficiency System (FEDS) that is contained within the structure of the integrated Facilities Database. The FEDS can then be used to establish and prioritize projects for the upcoming fiscal year and subsequent years. A yearly report, derived from the FEDS, establishes a plan for corrective actions on the FEDS data. This report is called the Facilities Engineering Program Plan (FEPP).

C. The FEDS data collected during a survey provides sound management information and allows control of economic elements that are essential to an effective and economic facilities management program. However, in order to maintain and extend the life span of a facility the deficiencies identified in the survey must be corrected. This can only be achieved with management's concurrence and positive actions being taken toward correcting identified deficiencies. The most challenging portion of a facilities condition survey is the detection of worn and/or deteriorated components along with the estimating and planning of their repair or replacement before an actual breakdown occurs.

The primary survey areas include:

- Operations and maintenance activities and capabilities,
- Physical conditions of the real property, and
- Compliance with codes, standards and guidelines.

1-2 PURPOSE

A. This document was developed to, (1) provide a standard format for execution of the physical survey, (2) prepare the final facilities condition survey report, and (3) to outline responsibilities, and provide instructions to teams that will examine facilities for existing deficiencies and potential problems.

The information contained in this document allows:

- An overview of the planning process for execution of the facilities condition survey,
- An overview of the survey process so that team members, management officials, and the Facilities Manager will have an understanding of what to anticipate during a survey, and
- Detailed instructions and standard formats to be used in completing the report.

1-3 BENEFITS

A. The identified corrective actions, and estimated costs are submitted to the organization that requested the survey. Management must then determine priorities and weigh the aggregate cost of correcting individual deficiencies versus replacement of systems, components, and/or entire facility. Recommended corrective action and comprehensive cost estimating will also assist program managers in the management of the facilities engineering program.

Benefits of implementing survey recommendations include:

- Facilities related accreditation requirements are corrected,
- Building systems operate more effective, efficient, and are easier to

maintain,

- Life expectancy of a facility buildings and building service equipment systems are prolonged,
- Environmental conditions adequate to the needs of the programs are appraised,
- Work environment is improved,
- Each facility is analyzed for physical condition, economic life expectancy, deficiency corrective action priority, project completion time span, and estimated cost of correction,
- Needed additional resources are justified,
- Better planning for the facilities budget, which may result in the installation obtaining additional funding in the future, and
- Customers are better satisfied with services provided.

B. Changing technology results in the need to install new equipment. If building systems are not upgraded to meet the requirements of the new equipment, a serious fire hazard may result. Existing space design and program requirements frequently do not include space for the new equipment. Surveys provide opportunities to identify applications of new technology and programs.

1-4 DEFINITIONS

The IHS uses the following definitions as part of the overall facilities management program:

ALTERATION - Work required to change the interior arrangements or other physical characteristics of existing buildings and/or building service equipment so that it may be more effectively utilized for its intended purpose or adapted to a changed use as a result of a programmatic requirement. Alterations may include work referred to as improvements, conversions, rehabilitation, remodeling, and modernization.

ANNUAL GENERAL INSPECTION (AGI) - An annual general inspection conducted to review the status of the most current Facilities Engineering Data System (FEDS) information, provide other corrective recommendations, review new problem areas, revise previous estimates of deficiencies, survey any buildings that may have been added to the facility inventory since the last annual general inspection or facility condition survey, and evaluate recently developed problems.

BEMAR – Backlog of Essential Maintenance, Alteration, and Repair – A subset of FEDS. Consists of Public Law, Maintenance & Repair, and Improvements categories. BEMAR excludes items resulting from lack of Deficiency Code 6 - Unmet Supportable Space Needs and Deficiency Code 9 - Plant Management (Bench Stock, Service Contracts, and Training). The BEMAR is what is reported to Congress and support the need for M&I funding.

BUILDING SERVICE EQUIPMENT - This is equipment that is permanently installed in or attached to buildings or structures for the sole purpose of rendering such building or structure usable or habitable. The removal of such equipment would generally require major or significant repairs or improvements to place the area in which it was located in a usable condition. Examples of building service equipment include the heating and cooling system (boilers, air handlers, control air compressors, piping, etc.), elevators, plumbing system (piping, sinks, toilets, etc.), and electrical system (lighting fixtures, electrical panels, receptacles, etc.). This definition is often erroneously referred to as Real Property Installed Equipment (RPIE).

COST ESTIMATE (BUDGET ESTIMATE) - In general, the budget estimate consists of all design, construction contract administration, material, equipment, and labor costs including the installing contractor's overhead and profit. Design and construction contract administration costs should only be included where applicable and should not be more than a combined total of 14 percent of the project construction cost. Generally project design and construction contract administration costs range between 6 -10 percent and 3 - 4 percent of the project construction cost, respectively. Where applicable, costs should be adjusted for general conditions, general contractor’s overhead and profit, and location. Regional and national publications, such as Means Construction Cost Data serve as a basis for preparing and adjusting or escalating the cost of these components. Estimates should reflect current costs on the date of the estimate. Estimates are to be used for budgeting purposes only and are not necessarily the same as the independent government cost estimate to be used during the contracting process.

The costs that are particularly subject to judgment are general conditions and/or general contractor’s overhead and profit (which are generally only included in large projects). If a project may be done by purchase order, then these costs should not be included at all. General conditions are not applicable to all projects particularly smaller ones. The Means Repair and Maintenance Cost Data is the best recourse for smaller projects, particularly if work may be done in-house. This resource separates costs by in-house or contractor installed. The location adjustment would apply to all costs.

DEFICIENCY - The quality or state of facility in which an item is (1) in poor physical condition or does not exist and is required by law, (2) required by regulatory compliance, (3) required or recommended for proper building usage and is not in existence, (4) lacking some quality or feature for current compliance, or (5) in poor

physical condition. This includes any item which prevents the installation from meeting current building codes, recognized engineering standards, occupational and life safety codes or public laws such as handicapped accessibility requirements, energy conservation, environmental requirements, and proper maintenance, equipment and procedures. New facilities deficiencies may be generated during annual general inspections or facility condition surveys. These deficiencies are added to the FEDS listing and reviewed during the next scheduled facility condition survey. Identified items are limited to those estimated to cost over $1,000 to accomplish. Items costing less than $1,000 will not be entered into the FEDS database but will be maintained locally for local accomplishment through local projects. Items are grouped by deficiency code in the FEDS database.

FACILITY CONDITION SURVEY- An in-depth evaluation of the physical condition and functional performance of the real property (i.e., structure, appurtenances), building service equipment, utilities, grounds, and program space utilization conducted every five years by a team of qualified building professionals including, but not limited to, architects and engineer(s) of appropriate discipline(s) including civil, structural, mechanical, and electrical who will document findings and develop estimates for corrections in a written report.

FACILITY - See definition for installation below.

FACILITIES DATABASE – This is an integrated database for IHS and Tribal facilities with multiple components including: Real Property, IHS and Tribal leases, M&I and Equipment for allocation information, FEDS and Environmental Findings, Energy Consumption Data, and Projects (requisitions, contracts, awards, and payments).

FACILITIES ENGINEERING DATA SYSTEM (FEDS) – Facilities Engineering Deficiency System – Is a subset of the integrated Facilities Database. The FEDS contain all of the deficiencies (or tasks requiring corrective action) for each Government and Tribal real property entity (building, land or structure). Each FEDS task is assigned to one or more real property entities. The FEDS information is maintained by IHS Area Office, and in some instances, it is maintained by the Facility Manager at the Service Unit or field office.

FEDS Finding Sheet (IHS-430) - This sheet is used to document deficiencies and provide narratives and recommended corrective actions. . The paper form is printed from the Facilities Database and is used during the survey to record information. The form contains information that is required to enter into the Facilities Database and is organized in such a format to facilitate data entry.

FACILITIES MANAGEMENT - A branch of management that embraces the installation, operation, maintenance, repair, modification, modernization, and protection of physical facilities and equipment used to produce a product or provide a service. It requires special competency to assume liaison, or control responsibility, for coordinating multi-

disciplinary engineering activities such as contractual engineering services, equipment selection, and procurement and construction by in-house or contractual services. In the FEDS it represents a code for operational and facilities management tasks required for daily routine activities, e.g., service contracts, staffing, training, etc.

FEDS DEFICIENCY CODES - Numbers assigned to categorize items into workable groups in the FEDS database.

The following codes are utilized:

01 **PATIENT CARE** - Items required for the patients social environment such as (1) inadequacy of space to support services, (2) closet and drawer space for storing personal property, (3) an environment that does not fosters a positive self image, (4) lack of privacy to reflect sensitivity to patients age, developmental levels, and clinical needs, (5) lack of activities to support the development and rehabilitation of patients , (6) lack of telephones for patient private conversations, and (7) lack of furnishings and equipment suitable to the patients served.

02 **LIFE SAFETY COMPLIANCE** - Fire protection requirements of the structure that result in a lack of full compliance with the Life Safety Code, NFPA 101. For example, inadequate fire barriers, smoke barriers, capacity and means of egress, door ratings, and fire protection equipment requirements.

03 **GENERAL SAFETY** - Corrective actions generated from the lack of compliance with established health care industry safety practices, e.g., employee ventilation hoods, tripping hazards, etc.

04 **ENVIRONMENTAL COMPLIANCE** - Items required to comply with Federal, State or Local environmental laws and regulations. For example, underground storage tank, boiler and incinerator emissions, sewage effluent, asbestos, radon, lead based paint, disposal of hazardous wastes, and industrial hygiene.

05 **PROGRAM CORRECTIVE ITEMS** - Modifications or enhancements to existing workflow patterns through improvements to the structure to increase the efficiency of the delivery of health care. This is accomplished through; expansion of program functions within existing total footprint space through re-alignment of existing functions, erection of additional space to compensate for displaced existing functions and/or erection of additional space to directly expand programs, and modifications required as a direct result of installation of additional or replacement personal property equipment, e.g., increased electrical service for new x-ray suite, increased ventilation for new treatment programs (tuberculosis suites, other equipment).

06 **UNMET SPACE NEEDS** - Items required due to program modifications or enhancements requiring additional supportable space (as per current IHS

facilities planning guidelines) to compensate for displaced existing functions and/or erection of additional space to directly expand programs, and modifications required as a direct result of installation of additional personal property equipment, e.g., additional dental space, specialty clinics, warehouses, program support space, etc. Note: Code 05 are deficiencies that can be corrected within the existing total space; whereas, Code 06 requires additional space.

07 **HANDICAPPED COMPLIANCE** - Deficiencies resulting from non-compliance with the American with Disabilities Act (ADA). For example; handicapped accessibility in the parking area, building entrances, toilets, drinking fountains, elevators, telephones, fire alarm, and others.

08 **ENERGY CONSERVATION** - Items resulting from energy conservation opportunities (improvements) to the structure or building service equipment systems that have a life cycle cost effectiveness resulting in a life cycle payback of less than ten years.

09 **PLANT MANAGEMENT** - Operational and facilities management tasks required for daily routine activities, e.g., service contracts, staffing, training, etc.

10 **ARCHITECTURAL M&R** - Changes to the finish surfaces, interior or exterior, e.g., floor coverings, wall coverings, ceilings, etc.

11 **STRUCTURAL M&R** - Structural items that if not addressed will result in the failure of the building structure, e.g., foundation settlement, overload of structural members.

12 **MECHANICAL M&R** - Real property mechanical systems or individual components of the systems and interior building utilities associated with the systems that should be replaced or repaired on a recurring basis due to normal wear and tear to maintain the real property in good operating condition that if not addressed will result in failure of the systems. For example, HVAC central/packaged units, building control systems, exhaust fans, chillers, cooling towers, plumbing, fuel, potable water, fire alarm, lift stations, fire sprinklers, and automatic extinguishing hoods.

13 **ELECTRICAL M&R** - Real property electrical normal or emergency power systems or components of the systems and interior building utilities associated with the systems that should be replaced on a recurring basis due to normal wear and tear to maintain the real property in good operating condition that if not addressed will result in failure of the systems. For example, transformers, emergency generators, switchgear, wiring, main breakers, and others.

14 **UTILITIES M&R** - Incoming services to the facility that are required for the

building to be fully operational, e.g., water, sewage, electric, natural gas, wells, water tanks, propane storage systems, etc.

15 **GROUNDS M&R**- Real property grounds components that should be replaced on a recurring basis due to normal wear and tear to maintain the grounds in good condition that if not addressed will result in adverse impact to the land. For example, trees, sod, erosion, lawn sprinklers, parking, bridges, cattle crossings, fences, sidewalks, and roadways.

16 **PAINTING M&R** - Any painting project that is large enough to require outside contractors or coordination with other programs.

17 **ROOFING M&R** - Any roof replacement or repair projects.

18 **Seismic Mitigation** – Costs associated with upgrading the structure to meet current seismic requirements. These costs may be estimated in accordance with Federal Emergency Management Agency guidelines based on building type or location or they may be based on an actual structural survey. These costs should include design and those costs associated with work incidental to the actual structural work, i.e. architectural and finishes demolition and repair.

99 **OTHER** - Replacement or repairs to other real property components not falling into any of the Deficiency Codes 2 through 22, and that can be scheduled in future fiscal years.

IMPROVEMENTS – Improvements are a subset of BEMAR and consists of any corrective actions associated with Deficiency Code 1 - Patient Care or Deficiency Code 5 - Program Deficiencies.

INSPECTION - The critical examination of a system, system components or individual equipment items to determine their conformance to applicable quality standards or specifications of operation.

INSTALLATION (FACILITY) - Separately located and defined real property that stands alone as an entity, a building or group of buildings, structures and utility systems and/or the associated site (e.g., health center, clinic, hospital, quarters, or health center and quarters, hospital and quarters). Each defined installation or acreage is uniquely identified with a real property inventory number that distinguishes it from all other government installations. An installation consists of the land (acreage), together with buildings, improvements (utilities), structures (pump houses), and fixtures (fence, lighting posts) located thereon (including pre-fabricated movable structures, such as pre-fabricated (Butler) buildings, Quonset huts, and trailers (with or without undercarriages)), and appurtenances thereto, excluding moveable machinery and equipment.

MAINTENANCE - Work to keep an installation in a usable state or condition and in operation for its intended purpose. It includes construction performed to improve or increase the operation of the installation, or enhance the aesthetics.

M&R – Maintenance and Repair Tasks – A subset of BEMAR. Consists of any corrective actions that fall under the category of maintenance and repairs including those associated with Architectural, Structural, Mechanical, Electrical, Utilities, Grounds, Painting, Roof. The M&R tasks are items that are needed and may have been repeatedly deferred because of a lack of staffing or funds to implement corrective measures. When a single deficiency involves a combination of these categories, the Facility Engineer will determine which code to assign based on predominant costs.

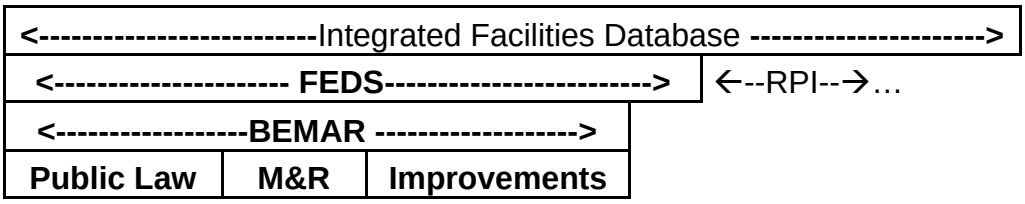
NEW CONSTRUCTION - Erection, installation, or assembly of a new building, structure, installation and/or the expansion, addition, or extension of an existing building to provide new floor space. It may include site preparation, demolition, excavation, landfill, utility connections and/or extensions, and site improvements such as roads, walks, parking areas, landscaping and exterior lighting.

PUBLIC LAW – A subset of BEMAR. Consists of corrective actions associated with Life Safety Compliance, General Safety, Environmental Compliance, Handicapped Compliance, Energy Conservation, and Seismic Mitigation. When a single deficiency involves the combination of Public Law and M&R, a Public Law code will be assigned.

REPAIR - Work required to restore a failed or failing component of the real property within an installation to such a condition that it may be used effectively for its designated purpose. Repair also consists of the overhaul, reprocessing, or replacing deteriorated constituent parts, equipment or material, which cannot be corrected through normal maintenance operations. Repairs include restoring, and replacing components damaged by fire, storm, flood, explosion, the elements and other disasters. Maintenance is preventative and repair/replacement is curative.

1-5 Graphical Representation of Definitions

A graphical representation of the definitions in Section 1-4 is as follows:



This graph illustrates the relationship between the Facilities Database, FEDS, BEMAR, Public Law, M&R and Improvements. The FEDS is a subset or component of the Facilities Database. The BEMAR is a subset of FEDS. The M&R, Public Law, and Improvement tasks are considered mutually exclusive and make up the entire BEMAR.

A more detail reference is shown below. The FEDS tasks consist of all Deficiency Codes (1-18). The BEMAR tasks consist of all codes minus 6 and 9. The M&R tasks consist of codes 10-17. The Public Law tasks consist of codes 2, 3, 4, 7, 8, and 18. And, the Improvement tasks consist of codes 1 and 5.

Def Code	Deficiency Description	FEDS	BEMAR	M&R	Public Law	Improvements
1	Patient Care	Yes	Yes			Yes
2	Life Safety Compliance	Yes	Yes		Yes	
3	General Safety	Yes	Yes		Yes	
4	Environmental Compliance	Yes	Yes		Yes	
5	Program Deficiencies	Yes	Yes			Yes
6	Unmet Supportable Space Needs	Yes				
7	Handicapped Compliance	Yes	Yes		Yes	
8	Energy Conservation	Yes	Yes		Yes	
9	Plant Management	Yes				
10	Architectural M&R	Yes	Yes	Yes		
11	Structural M&R	Yes	Yes	Yes		
12	Mechanical M&R	Yes	Yes	Yes		
13	Electrical M&R	Yes	Yes	Yes		
14	Utilities M&R	Yes	Yes	Yes		
15	Grounds M&R	Yes	Yes	Yes		
16	Painting M&R	Yes	Yes	Yes		
17	Roof M&R	Yes	Yes	Yes		
18	Seismic Mitigation	Yes	Yes		Yes	

CHAPTER 2 - FACILITIES CONDITION SURVEYS

2-1 TYPE OF INSPECTIONS

IHS uses two types of surveys to assess installations. These are annual general inspections and facility condition surveys.

A. **ANNUAL GENERAL INSPECTION (AGI)** – It is recommended that the Areas perform an annual general inspection to review the status of the most current FEDS information, provide other corrective actions, review new problem areas, revise estimates, survey any buildings that may have been added to the facility inventory since the last annual general inspection or facility condition survey, and evaluate recently developed problems. The annual general inspection is the primary means for IHS Area facilities staff to review the status of all existing FEDS corrective items at an installation.

B. **FACILITY CONDITION SURVEY**- This is an in-depth evaluation of the physical condition and functional performance of the real property (i.e., structure, appurtenances), building service equipment, utilities, grounds, and program space utilization conducted every five years at each IHS. The survey team consists of qualified building professionals including, but not limited to, architects and engineer(s) of appropriate discipline(s) including civil, structural, mechanical, and electrical who will review and document existing and potential facilities related problems.

2-2 COMPONENTS OF A FACILITY CONDITION SURVEY

A. There are three main components of a facility condition survey:

(1) **PLANNING** - The planning stage is initiated by each IHS Area office through the submission of their annual consolidated FEPP which contains a listing of the facility condition surveys scheduled for the upcoming fiscal year. The Area Facilities Engineer makes a determination whether the facility condition surveys will be conducted by in-house staff or via a contract Architect/Engineer (A/E) firm. The planning component ends with finalization of on-site dates and times by the IHS Area office. Each IHS Area Facilities Engineer coordinates the schedule (see Exhibit I) with each service unit Facilities Manager.

(2) **SITE SURVEY** - The site survey stage includes the initial briefing with local installation personnel prior to the start of the actual site survey, the on-site examination and evaluation, and the exit briefing at the conclusion of the visit to summarize the survey findings and recommendations.

(3) **REPORT** - The report stage includes finalization of the deficiency reports on form IHS-430 (FEDS Finding Sheet) (see Exhibit II), preparation, distribution, and review of the draft report, and incorporation of comments/corrections and distribution of the final report.

2-3 RESPONSIBILITIES

A. Area Facilities Engineer:

(1) Requests surveys as needed,

(2) Provides administrative and professional support for the team effort, and

(3) Directs the Facilities Manager to make necessary arrangements to accommodate the survey team while at the installation (s).

B. Facilities Manager:

(1) Assists the Area Facilities Engineer in scheduling the survey (time and date) and assists in planning the itinerary.

(2) Notifies the appropriate installation staff of the expected arrival time and date of the survey team; and time/date, and location of the entrance interview;

(3) Provides information and required documents to the team leader prior to the survey.

(4) Provides full support for the survey team including the provision of ladders, flashlights, etc;

(5) Prints out a FEDS Finding Sheet for each building that will be surveyed and distributes copies to the survey team

(6) Review the facility condition survey report for completeness and accuracy.

(7) Periodically reviews listings for progress status;

(8) Initiates actions to prepare written departmental procedures for those areas of facilities management noted as deficiencies in the report, and

(9) Ensures that corrective actions are implemented as soon as possible within resource limitations.

(10) Ensures that deficiency correction costs are included in the budget plan and that corrective actions are accomplished in a timely manner.

C. Survey Team Leader:

(1) Coordinates the survey.

(2) Briefs the Service Unit Director and staff at the initial briefing.

(3) Discusses and records the Service Unit Director's requirements and suggestions;

(4) Discusses the program function in detail to ensure that each team member will readily recognize facility-related deficiencies that could impede functions of the health program.

(5) Instructs and supervises the team members in the procedures of the survey, and examination of the facility, components, and facilities-related management problems;

(6) Ensures that at locations requiring sterile gowns, caps, gloves, etc., all team members will be in one group so only one walk-through is required.

(7) Coordinates survey plans with Area Facilities Engineer and Facilities Manager.

(8) Provides itinerary for the survey; and

(9) Conducts the survey and prepares narratives on the proper forms and submits final report to the applicable Area or tribal office within 60 days of the survey.

CHAPTER 3 - CONDUCTING THE SURVEY

3-1 OPTIONS

There are two options for funding facility condition surveys. These include use of maintenance and improvement funds (M&I) for government owned installations, or tribal resources for tribally owned installations (M&I funds may be used if the tribal facility is M&I eligible). The task can then be accomplished by Area in-house staff or by an A/E contract.

3-2 PLANNING

A. The Area Facilities Engineer initiates the planning with a determination of which facilities are due for a facility condition survey. This may include tribal facilities as requested.

The Area Facilities Engineer will determine the best option for conducting the survey:

(1) The surveys that will be performed in-house by IHS engineering staff.

(2) The surveys to be contracted out to an A/E firm (see Exhibit IV for estimating man-hours involved).

B. The scope of work should include the following for each facility to be surveyed:

(1) The facility designation (name, building number(s), address) of each building at the location to be inspected,

(2) Area map and/or location plan for the facility to be utilized for the site survey and inclusion in the final report,

(3) Latest FEDS printout for the facility with completed items noted and a listing of the backlog of maintenance and repair projects,

(4) Latest FEDS Finding Sheet IHS-430 should be used.

(5) Current floor plans for each building, facility site plans, and utility layout plans, suitable for use during the site survey and inclusion in the final report,

(6) Any special requirements or information to be included in the report,

(7) Any limiting factors, such as portion(s) of the building not to be included in the survey,

(8) Real property inventory,

(9) Listing of applicable codes, standards, and/or guidelines that the must be applied when conducting the survey, and

(10) Current environmental assessment, surveys, and testing.

(11) The Statement of Condition for each building as required by accreditation agency.

C. The team leader will initiate the next part of the planning stage, which is scheduling the survey.

(1) For contract surveys, this starts with negotiating the delivery order and award of the delivery order.

(2) For in-house surveys, this includes designation of the team and determining availability for completion of the survey. The survey date must be coordinated with the Area facilities office, location Service Unit Director, and Facilities Manager.

E. The remaining coordination includes planning for the survey, including:

(1) Requesting documents required prior to the survey (see Exhibit I),

(2) Coordination of travel plans (see Exhibit V) as necessary, and

(3) Briefing for the survey team member on their responsibilities, survey procedures such as the requirement that each team member is responsible for all the tools, references, etc. required for their area of responsibility, and a copy of the applicable portions of the scope of work.

F. The team leader will assign each team member (see Exhibit VI) to one or more of the deficiency coding categories (01-99). Each team member will be responsible for providing the following information to the team leader:

(1) The descriptive narrative of each detected deficiency or corrective action related to the subject deficiency code (e.g., 01, 02),

(2) Prepare rough sketches as necessary,

(2) Recommendations defining the method of correcting the deficiency, and

(3) An estimated cost to correct the deficiency.

a. If the deficiency is beyond the capability to be accomplished in-house maintenance force, then a total dollar cost estimate will suffice,

b. If the deficiency is within the capability of in-house maintenance force, the estimate should reflect the number of estimated labor-hours by trade, estimated material costs, and other resources required to accomplish the scope of work.

(4) The team member should review the checklist for familiarity with the subject matter. The team member should begin facility component examination beginning outside the building and then progressing to the inside. Each team member should compare the intent of the checklist to the facility components or the facility management methodology. Facility

components or facility related management items that do not favorably compare with the compliance criteria are to be considered as deficiencies. Each member should prepare the descriptive narrative at the time of deficiency detection, using the IHS-430 form (see Exhibit III) to record the deficiencies, recommendations, and cost estimates.

(5) Each team member will bring the items required to conduct the survey, e.g., tape measures, light meters, circuit testers, etc. If photographs are used to support narratives, ensure that entering the corresponding installation number, building number, and temporary task number on the reverse side of the photo adequately identifies each photo.

(6) Upon completion of the survey, each team member will review respective survey notes. Team members will complete the IHS-430's and submit them to the team leader within 30 workdays after completion of the survey. These forms must be provided to the team leader. Team members will retain one copy and five complete copies will be provided to the Area or tribal office.

(7) The team leader shall retain all photos with the original narratives, recommendations, and cost estimates. These original survey forms shall be filed in the IHS Area or tribal office and used for future surveys, and to review progress of recommended corrective action.

3-3 ASSEMBLING THE SURVEY TEAM

A. A typical survey team includes the following discipline specialists:

(1) Architect

(2) Civil/structural engineer

(3) Mechanical engineer

(4) Electrical engineer

(5) IHS Area or tribal office representative, and

(6) The Service Unit Director and/or the Facilities Manager.

B. A team leader will be appointed to be in charge of the on-site survey.

C. It is extremely important that the team members have both operation and design experience needed for these surveys.

3-4 INITIAL BRIEFING

A. The site survey starts with an initial briefing with the installation director, facilities manager, and selected program staff to discuss the purpose and procedure of the survey. Many of the installation personnel may be familiar with a Facility Condition Survey, but a team of inspectors showing up at one time can still be disruptive. This is also a good opportunity to schedule inspections in restricted or

busy areas to minimize disruptions.

The agenda for the briefing should include:

(1) Introduction of the team members,

(2) Purpose of the visit, survey procedures, and the general content of the checklists,

(3) Definitions of deficiencies to be included in the report,

(4) If more than one building and/or installation is to be included in the survey, discuss the itinerary, mode of travel, estimated time to accomplish the survey at each installation, and estimated survey completion date for each installation,

(5) Request that installation staff inform the team members of any existing or future program requirements,

(6) Review the real property inventory list to determine the completeness of the report and accuracy of the data provided,

(7) Request the assignment of the Facilities Manager to guide and assist the survey team through all the buildings, and have maintenance personal available during the survey. Ensure that the survey team can access secured areas of the facility,

(8) Discuss potential program concerns, which may be deferred to the IHS Area or tribal office for possible future requests, i.e., space allocation, or utilization studies,

(9) Discuss the methods to be utilized to survey the site and any unique items of maintenance expected to be encountered and explain the visual non-destructive nature of the survey,

(10) Request a discussion of any existing or future program requirements which may affect the installation in terms of maintenance, repair, alteration, construction, acquisition, or disposal, equipment problems, or environmental or energy concerns,

(11) Review the FEDS list items for current status. Incomplete items should be reviewed and updated in the survey report,

(12) Discuss questions or comments anyone may have about the survey, and

(13) Establish a time for the exit briefing.

3-5 SITE SURVEY

A. The site survey will typically include an initial walk through of each building (inside, outside, and on the roof), with all the team members in a group with the Facilities Manager. This will ensure that each member of the team is aware of all the spaces and access to the buildings, as well as alert all the installation staff to

the survey teams presence. This will familiarize employees of the ensuing survey by recognizing a local individual with the team during the initial walk through. During the initial walk through, each team member will note specific areas of concern to their discipline or area of interest for further investigation.

B. After the initial walk through, the team will split up as required for further and/or more in-depth investigation.

This will typically include:

(1) The electrical engineer in the switch gear room and electrical closets,

(2) The mechanical engineer in the boiler room, penthouses and other mechanical spaces,

(3) The civil/structural engineer in the attic, crawl space, and grounds, and

(4) The architect in all the public and work areas.

C. There will probably be numerous cross-over areas as the electrical engineer will need to inspect the terminal electrical fixtures (e.g., outlets, light fixtures) as well as the power distribution system. The mechanical engineer will need to inspect the mechanical terminal fixtures (e.g., sinks, toilets) as well as the space and water heating systems. The civil/structural engineer will need to review the various spaces for evidence of building movement and/or settlement and well as the basic structure in the crawl and attic areas.

D. The team leader will ensure that all team members are aware of the time of access into restricted areas, such as the pharmacy storage, high traffic areas, such as open clinic areas, or areas not readily accessible to the public, such as the attic and crawl areas, as applicable.

E. The task of searching for clues to installation related problems will require each team member to be always alert. The survey will entail a critical examination of building components using the team member's broad experience as the primary investigative criteria. Rather than require a completed checklist for each major building component, it is the responsibility of each team member to utilize whatever checklists may be helpful to them in considering all areas of concern. A number of sample checklists are included in the appendix to this document. The only checklists that will be included in the final report will be the architects handicap accessibility checklist, and a statement of conditions required by an accrediting organization. Other/additional checklists may be required by specific Federal or local programs.

F. The goal of the survey is to evaluate the site for deficiencies or corrective actions that create unsafe and uncomfortable work area (or living area for personnel quarters) for the general public (visitors, children of patients), customers (patients), and residents (workers, health providers). Therefore, a number of the deficiencies uncovered will be fire and life safety items. The work areas must be closely examined for hazards or discomforts of heat, cold, humidity, dust, light, noise, odor, radiation and overall psychological comfort. By nature each person is differently affected by the elements and each has a different physical tolerance level therefore, some employee comments and/or suggestions may not be deficiencies.

G. Each deficiency cited should have a code violation reference to include the specific section of a building code or an NFPA code. There may also be some deficiencies that a team member may decide that is a “common sense” safety and/or maintenance item that is recommended for “good engineering practice”. For example, a standard building component may still be functional with minor repairs, but will not be available in the future, e.g., T-12 fluorescent lamps in lights with magnetic ballasts. Each significant deficiency should have an accompanying photograph to be included in the report.

3-6 EXIT BRIEFING

A. At the conclusion of the survey an exit briefing will be convened as previously scheduled, with the Service Unit Director, facilities manager, other staff requested by the service unit director, and the survey team. For the exit briefing, each team member will provide the team leader with a summary of all the major deficiencies found. The summary will follow the format of the facility condition survey report "Summary of Projects from Facility Condition Survey” form found in **appendix (X)**. The survey team will present a brief oral summary of the conditions found along with copies of the summary sheets.

The summary will discuss:

- Action required/recommended
- Recommended method of accomplishment
- Preliminary order of magnitude cost estimates
- Brief description (remarks).

NOTE: See Chapter 4 for a complete description of the summary sheet terms.

B. The combined summary sheets will be presented to the management at the installation at the exit briefing. The team leader will ensure that:

- Service Unit Director and Facilities Manager are specifically briefed on the status of all tasks and that they are aware of the impact of the recommendations,
- Anticipated recommendations for correction of each deficiency are discussed,
- Service Unit Director and/or Facilities Manager confirm their proposed method of accomplishing the cited deficiencies based upon available in-house manpower, funds, time span, and complexity of the work.
- Preliminary estimates will be discussed indicating that an order of magnitude estimate for each deficiency will be included in the report and that the items with a cost of $1000 or less will not be included in the report or included in the IHS-430 forms.

- Indicate the anticipated schedule for completion of the report including the date when the draft report is anticipated to be complete.

CHAPTER 4 – PREPARING THE REPORT

4-1 SURVEY REPORT

A. The report is a comprehensive description of all the deficiencies identified by the investigative team along with appropriate documentation to document and justify the identified needs.

The report will include:

(1) Executive summary

(2) Marked up FEDS Finding Sheet (IHS-430)

(3) Installation site plan

(4) Building floor plan(s)

(5) Documentation checklists

- ADA facilities handicap compliance checklist
- Appropriate accreditation organization documentation such as the JCAHO statement of conditions,
- Photographs illustrating the cited deficiencies represented by each form IHS-430 for each building.

(6) A separate stand alone survey report is required for each facility. Many facilities include two or more buildings, such as a health center with a detached modular dental unit or storage building. There will only be one survey report organized and tabbed separately by building within that installation. Many of the survey reports are based on the service unit concept that may include several facilities, any of which may have two or more buildings so the survey report may consist of several individual reports. For example, if the service unit is defined by a hospital with several buildings, four remote detached clinics and one remote health center in nearby communities, the survey report will actually be six individual reports with one for the hospital (organized and tabbed by building), one for each of the four remote detached clinics, and one the remote health centers

(7) The report will be prepared in a draft for review/comment by each the various team members, including the Area office representative, service unit director, and facilities manager. The completed IHS-430 forms, including the estimates, are to be in the draft report.

4-2 REPORT FORMAT

A. **COVER SHEET** - The first page of each report will consist of a cover sheet identifying the official IHS or tribal facility name, IHS Area office having jurisdiction, location of the installation (geographic location City/State), date (month/year) of the site visit and the site name(s) if different from the installation name (see Exhibit VII).

B. **TABLE OF CONTENTS** - For surveys of multiple buildings, the table of contents should list the main or primary building with all its documentation first followed by the other individual buildings in the same manner (see Exhibit VIII).

C. **EXECUTIVE SUMMARY** - This section consists of an introduction to the document. It should include general comments, a summary description of the installation, a summary of the site survey including codes and standards referenced and equipment used during the site survey, and a summary of the field survey findings. The content and detail should be minimized since the detailed descriptions of the deficiencies will be found in the IHS-430 and these and the various checklists are usually of primary concern to management and the Facilities Manager.

D. **REFERENCES** - This includes a listing of the design and accreditation codes and standards which are applicable to the buildings and the facility that were used to identify the cited deficiencies.

E. **EQUIPMENT** - This section consists of a listing of the equipment used in the various non-destructive test and measuring tools utilized by the various members of the team. The intent is to emphasize that the survey was non-destructive and primarily visual.

F. **FIELD INSPECTION FINDINGS** - This is a detailed summary by inspection discipline, i.e. architectural, civil/structural, mechanical, and electrical, of the condition of the installation. The first part should include the requirements and indication of compliance/non-compliance with life safety occupancies, allowable occupancy load, construction, egress, and fire protection and notice of compliance/non-compliance with ADA handicap accessibility, both in summary format. The discipline comments, from the standpoint of each discipline involved in the survey should include a brief description of the major building components, general/overall impression of the installation, brief, general assessment of major deficiencies, and itemization of any concerns that may develop into deficiencies.

G. **APPENDICES** - Supporting back-up documentation for the report will consist of:

(1) **Vicinity Plan/Building Floor Plan(s)** - Vicinity plan to identify and verify the location of the installation reviewed. Floor plans used as a reference for the site surveys.

(2) **Life Safety Code Compliance Evaluation** - This section contains completed accreditation organization documentation such as the JCAHO Statement of Conditions for accreditation purposes. A Statement of Condition is required for each building where patients received treatment. The facility management must indicate the particular buildings be included at the initial briefing.

(3) **ADA Handicap Compliance Checklist** - This section requires completion of an ADA Accessibility Guidelines Checklist for Buildings and Facilities@

as published by the Unites States Architectural and Transportation Barriers Compliance Board, ISBN 0-16-041771-6.

(4) **Photographs** - The scope of work may include a minimum number of photographs. It may not be practical to include in the report enough photographs to fully detail all the aspects of the each deficiency, such as each window sill that has been damaged by condensation, so the photographs should illustrate typical deficiencies, unusual aspects of a deficiency, or an overview of unique deficiencies. Each photograph must be cross indexed to an IHS-430 by building number and room number, if applicable.

(5) **Summary Sheet** - This is a summary of all the IHS-430 forms for each building. The IHS-430 forms will be grouped by inspection discipline and will include cost estimate subtotals for each inspection discipline as well as a subtotal of all disciplines per building and a total per installation.

4-3 FINALIZING THE REPORT

A. **DRAFT** - The draft report should be completed and distributed for comment within 3 weeks of the on-site survey. Ideally, a draft report should be completed on-site. A comment period of 21 days will be allowed. This will require coordination among the team members for finalization of the IHS-430 forms and preparation of the draft narrative and photographs to be included in the report. This will insure adequate time is available after the on-site survey for timely submission of the required items to the report team leader.

B. **FINAL** - The final report should be completed and distributed 14 days after the closing date for the comments on the draft report. In addition to inclusion of the appropriate comments, the final report will have tabbed sections and **COLOR** copies of the photographs. All reports must be on electronic file (Microsoft Word), except the vicinity map, floor plans, and photographs, if a scanner is not available.

CHAPTER 5 – OPTION

5-1 OPTION

A. AUTOMATED FACILITY CONDITION ASSESSMENT DATA COLLECTION, COST ESTIMATING, AND REPORTING

INTRODUCTION – An optional method to collect, cost estimate and report the findings on facility condition assessments is the utilization of an automated method and process that will incorporate much of the guidance set forth in Chapters 1 through 4 of this manual. This option, when implemented in enough detail, can effectively eliminate the process of filling out and processing the IHS-430 forms. The intent of this option is to incorporate many of the manual processes and procedures necessary to report the findings derived from a facility condition assessment into an automated data collection, cost estimating and prioritization procedure. The goal of this automated approach is to standardize the categorization, collection, prioritization, and cost estimating of the data derived from conducting the facility condition assessments and to utilize a more efficient process to prepare inspection reports and cost estimates. Through a standardized and automated process much efficiency can be gained primarily in the areas of prioritization, cost estimating and reporting.

PURPOSE - The automated procedure should be designed to allow the condition assessment data to be collected in a standardized format that can be electronically uploaded into the FEDS database. All administrative, scheduling, and planning guidance outlined in Chapters 1 through 4 should remain. This automated procedure is meant as a method to reduce the effort placed on Area Facility Managers to prepare cost estimates and to enter condition assessment data into the FEDS database. Only those areas of Chapters 1 through 4 of this manual that are related to the collection, prioritization, cost estimating and report format are effected by this automated procedure. All other areas such as categorization of the data and project planning should remain as outlined in Chapters 1 through 4. It is anticipated that the advantages of this automated method are:

- Standardized Data Collection including categorization, prioritization and cost estimating
- Standardized Reporting
- Automated upload of the new data in the FEDS database.
- Through this new automated procedure the need to manually prepare the IHS-430 form (Exhibit II) and IHS 430 form could be eliminated. All categorization, prioritization, cost estimates, and report should be encompassed within the process of the automated procedure.

PROCESS - As stated above, the typical planning and execution of the facility condition assessment should follow the guidelines established in Chapters 1 through 4. When using the automated data collection and reporting option the process of preparation of the IHS-430 (Exhibit II) FEDS data entry forms are eliminated. In place of the forms are detailed inspection reports derived through a standardized automated data collection, prioritization, and cost estimating procedure and in place of the IHS-430 FEDS data entry form is an electronic upload of inspection data directly in the FEDS database.

IMPLENTATION - Current implementation of this option is under review. It is anticipated that Area Facility Managers implement this option with local staff or seek out qualified and capable A/E firms.

EXHIBIT I
SAMPLE SCHEDULE MEMORANDUM

Date April 23, 1998

From Area Facilities Engineer

Subject Facility Condition Survey

To (Name)
Service Unit Director

A Facility Condition Survey is scheduled for the (Facility Name) for (Date) through (Date).

The following personnel are scheduled to conduct the survey:

(1) (Name), Team Leader/Architect
(2) (Name), Mechanical Engineer
(3) (Name), Electrical Engineer
(4) (Others as Required)

It is requested that the Service Unit Director assign the Facilities Manager as a team member. This will ensure that questions can be answered concerning the physical plant, mechanical/electrical systems, and the building structure. Access by the survey team will be required to all areas of each building.

The following documents must be in the hands of the team leader at least 5 administrative workdays prior to the survey entrance interview.

(1) Area map and/or location plan for the facility to be utilized for the site survey and inclusion in the final report;

(2) Latest FEDS printout for the facility with completed items noted,

(3) Current floor plans (216 mm x 280 mm) for each building suitable for use during the site survey and inclusion in the final report.

(4) Any special requirements or information to be included in the report;

(5) Any limiting factors, such as portion(s) of the building not to be included in the survey.

(6) Real property inventory,

(7) Current site plans and utility layout plans,

(8) Authorized bed capacity and current average daily census of each health installation,

(9) Backlog of maintenance and repair projects,

(10) Most current environmental survey, and

(11) Specific facility program plans for patient care, including the Installation Master Plan if available.

(12) Existing Statement of Condition for each building required to have one by the responsible accreditation agency

The team will require a place to write and store personal gear during the survey. If you have any questions, please call me at (Phone Number).

(Name)

cc: Facilities Manager
(Name) Service Unit

EXHIBIT II
FINDING SHEET (IHS-430 Form) Page 1
(This form is to be printed directly from the Facilities Database)

IHS 430 Form (for FEDS data entry)

Area	**AB**	City or Town	**BELCOURT**	Installatio	**11522**	**QUENTIN N BURDICK MEMORI**	Prop Type: **Government-O**
		Facility Mgr	**Gary Howe**	FM Phone:	**701-477-6111**		Next Deep Look Year: **1996**
BLS ID	**19**	BLS Desc	**Buildings**	M&I Funds Manager:	**IHS--TURTLE MOUNTAIN SU**		
BLS No	**00066**	Use Desc	**Housing**	Owner Type:	**GOV**	GSM **197**	
		Detail Desc	**Plexed Residence, 1BR**	Transaction Code:	**N**	NSM	

FEDS ID: _____ **FEDS No:** _____ **Initial Entry Date:** _____ **Assessor:** _____

Deficiency Code (Circle one)

1	Patient Care
2	Life Safety Compliance
3	General Safety
4	Environmental Compliance
5	Program Deficiencies
6	Unmet Supportable Space Needs
7	Handicapped Compliance
8	Energy Conservation
9	Plant Management
10	Architectural M&R
11	Structural M&R
12	Mechanical M&R
13	Electrical M&R
14	Utilities M&R
15	Grounds M&R
16	Painting M&R
17	Roof M&R
18	Seismic Mitigation
23	Quarters (Please Discontinue)
24	RP Inst Equip (Please Discontinue)
99	Other

Inspection Code(Circle One):

A	Annual Inspection
D	Deep Look Survey
E	Environmental Health
F	Facility Priority System
H	Hqtrs/Area Office
J	JCAHO
M	Medicare/Medicaid
O	Other/Special
S	Service Unit
U	Unspecified

Spec (Circle all that apply):

1	General Requirements	____
2	Sitework	____
3	Concrete	____
4	Masonry	____
5	Metals	____
6	Wood and Plastics	____
7	Thermal and Moisture Protectio	____
8	Doors and Windows	____
9	Finishes	____
10	Specialties	____
11	Equipment	____
12	Furnishings	____
13	Special Construction	____
14	Automated Document Transpor	____
15	Mechanical	____
16	Electrical	____

Deficiency or Finding: _____

Corrective Action Required: _____

Requestor Name: _____ **Phone:** _____ **Rooms Affected:** _____

Remarks _____

Responsible Department (Circle One):

1	None Assigned	10	Administration	20	Ambulatory Care
25	Biomedical	30	Clinical Engineering	40	Community Health
45	CSS	50	Dental	55	Dental; Medical; Pharmacy
60	Dialysis Treatment	70	Dietetics	80	Emergency and Urgent Care
85	Environmental Health	90	Eye	02	Health Education
02	Health Records	02	Housekeeping	02	Intensive Care/Coronary Care
02	Labor/Delivery	02	Laboratory	02	Laboratory; Pharmacy
02	Laundry	02	Maintenance/Facilities Manag	02	Medical Supply
02	Nursery	02	Pharmacy	02	Physical Therapy
02	Program Administration	02	Psychiatric Nursing	02	Radiology
02	Respiratory Therapy	02	Substance Abuse Treatment	02	Surgery

Code Citing (Circle all that apply):

ADA	BOCA	Energy	Environmental	Equip Replac	General Maint	NFPA 101
NFPA 13	NFPA 54	NFPA 70	NFPA 90A	NFPA 99	OSHA	UBC

Code Citing Comments: _____

Status (Circle (

A	Active Task. Includes In-House Project or De	B	Budgeted Task. Request for funds submitted
C	Completed Task	D	Building is scheduled for demolition
F	Request for funding in preparation.	I	Partially Complete or Incomplete
M	Task or Finding Modified by further investigat	N	No Action, No Progress.
P	Project, Study, or Design. Funds are dispurs	R	Removed or Deleted Task.
S	Special Study in progress (in-house)	T	Special Study needed (in-house)
W	Pending or Waiting		

Status Comments: _____

Task Category

E	Environmental Compliance	G	Energy Management	H	Handicapped Accessibility
I	Improvements	M	Maintenance\Repair	N	New Construction
R	Equipment Replacement	S	Study\Audit\Feasibility	U	Unspecified

Fund Source:

FS	Facilities Support	GR	Outside Grants	HC	Hospital and Clinics
MI	Mainten and Improv	MM	Medicare Medicaid	N	No Value Entered
NC	New Construction	QR	Quarters Return	TR	Tribal Funds

Budget Estimate:	**Amount:**	**Date:**	**Basis, Method or Desc**
Orig. Low Cost:	$		
High Budget Adjustm	$		
Inflation Adjustment	$		
Other Adjustment:	$		

EXHIBIT III

COMPLETING A WORK ESTIMATION AND APPROVAL FORM – IHS 430

The Finding Sheet (IHS-430) must be completed for each deficiency or corrective action identified with an estimated cost of $1000 or more. If there are environmental findings you will need to use the IHS-430 Environmental Supplement. If there are a group of deficiencies which should be appropriately combined, (e.g., such as plumbing, weatherproofing, electrical), particularly if they are all relatively minor, but the aggregate will be $1000 or more, then these should be on a separate IHS 430. Items under $1000 will typically not be included on individual IHS-430's. List more than one building on a single IHS-430 if the same deficiency applies to multiple building. The original final report, retained at the Area facilities Engineer’s office, shall include one set of IHS-430's without punched holes.

EXHIBIT III

FINDING SHEET (IHS-430 Form) Page 2
Supplemental Form for Environmental Findings
(This form is to be printed directly from the Facilities Database)

IHS 430 Form (Environmental Supplement)

Area	**AB**	City or Town	**BELCOURT**	Installatio	**11522**	**QUENTIN N BURDICK MEMORI**	Prop Type: **Government-Owned**
		Facility Mgr	**Gary Howe**	FM Phone:	**701-477-6111**		Next Deep Look Year: **1996**
BLS ID	**19**	BLS Desc	**Buildings**	M&I Funds Manager:	**IHS--TURTLE MOUNTAIN SU**		
BLS No	**00066**	Use Desc	**Housing**	Owner Type:	**GOV**	GSM **197**	
		Detail Desc	**Plexed Residence, 1BR**	Transaction Code:	**N**	NSM	

FEDS ID: _____

Manual Section Question # :

Positive Finding (Y/N) _____

Finding Category (I, II, III, IV) _____

Priority Ranking (H,L,M,N) _____

Req Immed Action (Y/N) _____

JCAHO (Y/N) _____

Resource dtr Category _____

Special Study (Y/N) _____

A106 Finding (Y/N) _____

Finding Finalized (Y/N) _____

L Selected (Y/N) _____

Repeat Finding (Y/N) _____

Environmental Regulations (Circle One):

AD Administrative & Policy
AE Air Emissions
CR Cultural Resources
D Drinking Water
HM Hazardous Materials
HS Health & Safety
H Hazardous Waste
M Medical Waste
PM Pesticide Management
PO Petroleum, Oils & Lubricants
PP Pollution Prevention
ST Storage Tanks
S Solid Waste
TS Toxic Substances
W Waste Water

Operation or Activity (Circle One):

1	None Assigned	10	Administrative Policies and/or	20	Air Conditioning, CFC
30	Antineoplastic Disposal	40	Antineoplastic Formulation	50	Boilers, Air Discharge
60	Boilers, Ash	65	Building Maintenance	70	Building Materials and/or Struc
80	Building Materials, Asbestos	90	Building Materials, Lead Paint	100	Building Safety and/or Security
110	Drug Disposal	120	Fire Extinguisher, Halons	130	Fuel Storage, Above Ground
140	Fuel Storage, Underground	150	Hazardous Materials Disposal	160	Hazardous Materials Inventory
170	Hazardous Materials Storage	180	Hazardous Materials Training	190	Hazardous Materials Transport
200	Hazardous Waste Disposal	205	Hazardous Waste Management	210	Hazardous Waste Recordkeepin
220	Hazardous Waste Storage	230	Hazardous Waste Training	240	Hazardous Waste Transport
250	Incineration, Air Discharge	260	Incineration, Ash	270	Liquid Waste System
280	Liquid Waste Treatment	290	Medical Waste Disposal	300	Medical Waste Manifesting
310	Medical Waste Storage	320	Medical Waste Transport	330	Medical Waste Treatment
340	Pesticides, Disposal	350	Pesticides, Storage	360	Pesticides, Use
363	POL/Storage Tanks	365	Pollution Prevention	367	Program Administration
369	Recordkeeping	370	Refrigerator	380	Refrigerator Compressor
390	Silver Recovery, Radiography	400	Solid Waste Disposal	405	Solid Waste Management
410	Solid Waste Storage	420	Solid Waste Transport	430	Transformers, PCB
440	Ventilation, Biological Safety Ca	450	Ventilation, Fume Hood	460	Ventilation, Other
470	Waste Recycling, Mercury	480	Water Supply Source, Surface	490	Water Supply Source, Well
500	Water Treatment	970	Historic Preservation	980	Radon

Ann Low Cost Est _____ **Ann High Cost Est** _____ **Corrective Complete** _____

Location Comment _____ **Protocol Ref Sec:** _____ **Protocol Ref Quest:** _____

Criteria or Requirement: _____

Discussion/Comments: _____

POC First Nam _____ **POC Last Name** _____

EXHIBIT IV
STAFFING REQUIREMENTS

Staff requirements to perform a facility condition survey in hours.

Item	Note #	Description	FACILITY SIZE Up to 10,000	10,000 to 50,000	50,000 to 100,000	100,000 to 150,000
A		Develop schedule and plan, coordinate travel, assemble and analyze records. (Staff-hours per installation)	40	40	60	60
B	1, 2	Survey of installation including coordination with installation program staff. (Staff-hours per installation)	40	100	200	250
C		Preparation of survey report and development of program needs, evaluation report on progress toward correction of deficiencies, Entering data. (Staff-hours per installation)	80	120	160	200
		TOTAL	**160**	**260**	**420**	**460**

NOTES:

1. This work standard includes the man-hours expended by the team members used to perform this work. The number of team members varies from three to five depending on the size of project. At least one member from the area office should participate.

   This includes an evaluation of the backlog of essential maintenance and repair (BEMAR) annual and long-range operations and maintenance planning, including operation and maintenance manpower analysis and the survey of roads and grounds. The facility condition survey includes program considerations and determinations as to facility compliance with ADA regulations to eliminate architectural barriers, accreditation requirements, NFPA codes for fire and life safety, and all other applicable regulations.

2. Total includes allowance for travel time.

EXHIBIT V
TRAVEL ITINERARY

LOCATION OF VISIT: (Facility Name), (Facility Location)
DATE OF VISIT: (Date) through (Date)

I T I N E R A R Y
(FOR LARGE FACILITY)

Monday - (Date)

2:30 pm - 3:10 pm	Flight from (Location) to (Location)
3:30 pm - 5:00 pm	Travel from (Location) to (Service Unit)
5:00 pm	Check in @ Motel, Complete First Day

Tuesday - (Date)

8:30 am - 9:30 am	Entrance Interview
9:30 am - 12:00 am	Familiarization Tour of Installation
12:00pm - 12:30 pm	Lunch
1:00 pm - 2:00 pm	Complete Tour of Installation
2:00 pm - 4:00 pm	Review FEDS List
4:30 pm	Complete Second Day

Wednesday - (Date)

8:30 am - 9:00 am	Review Assignments
9:00 am - 11:45 am	Form teams/Investigate and Execute 430's
12:00 pm - 12:30 pm	Lunch
1:00 pm - 1:45 pm	Review 430's from Morning
1:45 pm - 4:15 pm	Investigate & Execute 430's
4:30 pm	Complete Third Day

Thursday - (Date)

8:30 am - 9:00 am	Review Assignments
9:00 am - 11:45 am	Form teams/Investigate and Execute 430's
12:00pm - 12:30 pm	Lunch
1:00 pm - 1:45 pm	Review 430's from Morning
1:45 pm - 4:15 pm	Investigate & Execute 430's
4:30 pm	Complete Forth Day

Friday - (Date)

8:30 am - 9:30 am	Complete checklist
9:30 am - 11:00 am	Exit Interview
11:30 am - 12:00 pm	Lunch
3:00 pm - 5:25 pm	Flight to (Location)
	Complete Fifth Day

EXHIBIT VI
TEAM MEMBER ASSIGNMENTS

LOCATION OF VISIT: (Facility Name) (Facility Location)
DATE OF VISIT: (Date) through (Date)

TEAM MEMBERS

	01	02	03	04	05	06	07	08	9	10	11	12	13	14	15	16	17	18	99
1. Team Leader																			
2. Architect																			
3. Civil Engineer																			
4. Mechanical Engineer																			
5. Electrical Engineer																			
6. Area Representative																			
7. Facilities Manager																			

* Lead Member - Responsible for Report to Team Leader.
XX Contributing Member - Contribute to Report.

Deficiency Codes

01 Patient Care
02 Life Safety Compliance
03 General Safety
04 Environmental Compliance
05 Program Corrective Items
06 Unmet Space Needs
07 Handicapped Compliance
08 Energy Management
09 Plant Management
10 Architectural M&R
11 Structural M&R
12 Mechanical M&R
13 Electrical M&R
14 Utilities M&R
15 Grounds M&R
16 Painting M&R
17 Roof M&R
18 Seismic
99 Other

EXHIBIT VII

REPORT COVER SHEET

FACILITIES CONDITION SURVEY

INDIAN HEALTH SERVICE
ALBUQUERQUE AREA OFFICE
SANTA FE SERVICE UNIT

PHS Indian Hospital
Santa Fe, New Mexico

December 14-16, 1997

Prepared By:

Smith and Associates
Architects and Planners
1234 South 49th Street
Tulsa, Oklahoma 74105

EXHIBIT VIII
TABLE OF CONTENTS

TAB		PAGE
A	EXECUTIVE SUMMARY	
	Introduction	X
	General Comments	X
	Summary Description of the Installation	X
	Code and Standards Referenced in the Survey	X
	Equipment Used During the Survey	X
	Summary of Field Findings	X
	Deficiency Codes	X
	Itinerary of Survey	X
	Team Member Assignments	X
B	REFERENCES	X
C	EQUIPMENT	X
D	FIELD INSPECTION FINDINGS	X
	Architectural	
	Mechanical	
	Electrical	
	Structural	
E	VICINITY PLAN/BUILDING FLOOR PLANS	X
F	LIFE SAFETY CODE COMPLIANCE EVALUATION	X
G	ADA ACCESSIBILITY GUIDELINES CHECKLIST	X
H	PHOTOGRAPHS	X
I	IHS-430 FORMS	X

APPENDIX A